

Express Desk

You Can Fax Your Orders Toll-Free!

Advantages of Express Desk:

- 24/7 order submission (by fax or e-mail)
- Acknowledgement of order receipt
- Experienced staff familiar with the FAR
- Priority project and urgent requirement specialists
- Order accountability and tracking
- One-stop shopping
- Exceptional ordering flexibility

To expedite order placement, remember to include:

- Item description
- Manufacturer/supplier
- Quantity/unit of issue
- GSA contract number(s)
- Picture of the item (if available)
- MIPR (include DODAAC, FUND code, and bona fide need)
- Part number, model, NSN
- Price
- FEDSTRIP/MILSTRIP, requisition number
- Color, fabric, finish
- Contact information (name, phone, fax, and e-mail address)
- Best Value Determination form (with quotes from vendors)
 - The most current form can be found at www.gsa.gov/furniture, with a keyword search of "best value."

Multiple line items can be consolidated into a single requisition. Simply attach a Bill of Materials and Best Value Determination form (with quotes from vendors) with your requisition.

When making a purchase, Federal Acquisition Regulations (FAR) require federal activities to review at least three GSA Schedule contract sources before making a best value decision. The following three steps outline the best value determination process that federal activities must follow in order to choose a contractor.

- 1.** Review the appropriate number of GSA contract sources. You can find a list of current GSA Schedule contract partners on GSA's Schedules e-Library Web site: www.gsa.gov/elibrary. The Schedules e-Library is the online source for GSA and Department of Veterans Affairs (VA) Federal Supply Schedule contract award information. It provides information on which suppliers have a contract, and what items are available, and it allows you to search for sources by using various search options — e.g., Schedule contractor's name, contract number, Special Item Number (SIN), Schedule number, or keyword.
- 2.** Select a contractor by making a best value determination that will best suit your agency's needs. In order to help facilitate your selection process, GSA has devised a form that you can use to outline the required information for making best value purchase decisions. The most current form can be found at GSA's Web site: www.gsa.gov/furniture, with a keyword search of "best value."
- 3.** Send your furniture, furnishings, or office equipment requirement, with all appropriate documentation, obligation information, and best value determination form, to GSA's National Furniture Center for your procurement to be processed.



For more information, call (703) 305-7003. DSN 602-1032

8 a.m. – 5 p.m. EST, Monday – Friday

Toll-Free Fax: (877) 240-6453

Non-Toll-Free Fax: (703) 305-7934

E-mail: express.desk@gsa.gov

GSA's National Furniture Center offers an array of furniture, furnishings, office equipment, and audio/visual products to fulfill your agency's complex needs.

Office Furniture

Dormitory, Quarters, and Residential Furniture

Casual and Outdoor Furniture

Packaged Furniture

- Room
- Office
- Healthcare

Comprehensive Furniture Management Services

- Project Management
- Reconfiguration/Relocation Management
- Packaged Environments
- Assets Maintenance/Management
- Furniture Design/Layout

Preschool, Classroom, and Training Room Furniture

Industrial and Institutional Furniture

Hospital Furniture

Cafeteria Food Service Furniture

Lockers

Security Furniture

Floor and Wall Coverings

Lamps

Art

Window Treatments

Mail Management Services

Copiers

Document Solutions

Audio/Visual Equipment

Closed-Circuit/Surveillance Equipment

Simplifying the Procurement Process

- GSA's procurement professionals are ready to assist you throughout the purchasing process by: reviewing your statement of work, requesting proposals from sources, creating project timelines, distributing payment, and addressing any questions and concerns regarding your order.

Achieving Best Value

- Our quality products and services are pre-determined to be offered at fair and reasonable prices so that your project can meet its budgetary requirements. The National Furniture Center has endless options for procuring office and residential settings, health care facilities, and classroom areas. Also, consider buying copiers, mail-management systems, surveillance equipment, audio/visual equipment, and furniture-related services to complement and complete your environment.

Our online tools help you find your products easily!

- *Schedules e-Library* contains a complete listing of Federal Supply Schedules, basic Schedule ordering guidelines, and a powerful search engine that allows you to search by keywords, Schedule number, Special Item Number (SIN), contractor/manufacturer name, or contract number. To access Schedules e-Library, visit www.gsaelibrary.gsa.gov.

Contact GSA's National Furniture at (703) 305-7003 or visit our Web site at www.gsa.gov/furniture for more information.

